

## Attachment C

### SEARCH INSTRUCTIONS FOR GRANTED LICENSES FOR LOWER AND UPPER PAGING AUCTION 55

Following are instructions for electronically searching the FCC Network for a specific license or licenses on file with the Commission. The following instructions relate specifically to searching for granted licenses associated with Auction 55

To search the FCC Network for an application, you must first connect to the FCC Network. Attachment D describes how Windows 95/98 users can connect to the FCC Network using the Dial-Up Networking features of Windows 95/98.

ULS License Search can be accessed with most major web browsers (Netscape, IE, and AOL) from most major operating systems (e.g. Windows 98 and later, Macintosh, Linux, and Sun Solaris).

### Conventions

The instructions in this attachment use the following typographic conventions:

- bold** Represents objects on the screen that you click with the mouse pointer, including buttons, Internet links, icon, tabs, menu items (e.g., **Cancel** button, **Auctions** link, **Save** option in the File menu).
- italic* Represents field names or areas of a screen (e.g., *Licensee Name* field, *Applicant Information* area of a screen).
- bold italic*** Represents characters that you must type exactly as they appear in the instructions. For example, if you are instructed to type ***http://www.fcc.gov***, you should type all of the characters shown in bold italic exactly as they are printed.
- SMALL CAPS Capital letters (in Roman without italics or bold lettering) inside French quotes indicate specific keys on the keyboard (e.g., «ENTER,» «CTRL,» «ESC»).

## Performing a License Search

Once you have connected to the FCC Network, follow the procedures below to search for a license. You may click the **?Help** button at any time for additional information on using License Search.

1. Connect to the FCC Network using one of the following options:

*Note: If your PC is connected to a network, you must use a secure proxy to access the FCC Network. Consult your Network Administrator.*

### Dial-Up Access

- a. Use Dial-Up Networking in Windows 95/98 to connect to the FCC Network (see Attachment D).
- b. Start your web browser. In the location field of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key.

### Internet Access

- a. Start your web browser and connect to the Internet using your Internet Service Provider.
  - b. In the location field of the web browser screen, type <http://wireless.fcc.gov/uls/>. Then press the ENTER key.
2. Verify that Java and JavaScript are enabled in your web browser preferences. Additionally, the preferences must specify “Accept all cookies.” Refer to your web browser Help facility for more information.
  3. On the Universal Licensing System main page, click the **Search Licenses** button, located in the center of the page.
  4. The Basic License Search appears by default at the top of the License Search homepage. You can also access several different search tools from the License Search homepage. Choose one of the types of searches listed below. Click on the online **?Help** button in the top right corner for information about the types of searches.
    - Basic Search
    - Advanced License Search
    - Geographic Search
    - Service-Specific Search
    - Market-Based Search

5. On the page for your search type that appears, enter your search criteria in the relevant field(s). Please refer to the following “Basic Guidelines for Specifying Search Criteria” for more information. Then click the Submit button.

*Basic Guidelines for Specifying Search Criteria:*

You must specify search criteria in at least one field. You do not have to specify search criteria in all of the search fields. Enter search criteria in as many fields as you wish.

To specify search criteria in a search field containing a menu of options, click the desired option from the menu. Use the scroll bars to view all options in a menu. You can select multiple options from a menu by pressing the CTRL key while you click the menu options.

The Universal Licensing System restricts the number of rows returned in a license search to 3000. In such instances, you must enter more specific search criteria to reduce the number of rows returned.

Click the **?Help** button for a definition of each search field available on the License Search screen.

6. After you have specified the desired search criteria, click the **Submit** button. The system will scan the database for any licenses matching the search criteria. The matching license files will be listed on the Search Results screen. The Search Results screen will identify the call sign, licensee name, FCC Registration Number (FRN), radio service code, status, and expiration date for each license returned in the query.

A message on the Search Results screen will indicate if no matches were found for the specified search criteria. Click the **new search** link or the **refine your existing search link** and re-specify search criteria.

7. To view a license, click its call sign underlined link. The License Detail displays the license data in a tabbed format. To navigate through the license data, select each tab and use the scroll bar as needed.

The following feature buttons appear above most license details:

**New Search** returns you to the License Search page from which you began your search.

**Refine Search** returns you to the License Search page from which you began your search. All of the criteria you initially entered will be pre-filled on the search page. Update this information as necessary to refine your search.

**Return to Results** returns you to the Search Results page from any License Search detail page.

**Printable Page** displays the current License Detail page without the FCC header and footer and in a format that is suitable for printing.

**Reference Copy** displays a copy of the license that is suitable for printing. The reference copy is not an official FCC license.

**Map License** creates dynamic maps and display the licensed spectrum in relation to geographical boundaries.

**Help** accesses Application Search Help.

### **Technical Support**

For technical assistance in searching the ULS for applications and licenses, contact the FCC Technical Support Hotline at (202) 414-1250. The FCC Technical Support Hotline generally will be available Monday through Friday, from 8 a.m. to 6 p.m. ET. *All calls to the FCC Technical Support Hotline are recorded.*